

REF A 4093-63

24 July 1963

MEMORANDUM FOR: Chief, Contracts Division, Office of
Special Activities

SUBJECT: OSA Contracting Procedures Briefing

1. During one of the recent morning briefings for the Director, Colonel Ledford mentioned that in all probability NSG would fund OSA projects on a quarterly basis. This report prompted certain observations and questions by the Director and senior staff members, which suggested to Colonel Ledford that a briefing for certain of these persons would be appropriate.
2. Colonel Ledford has conceived the idea of creating a "murder board" probably consisting of the following: Comptroller, General Counsel, Inspector General, Deputy Director (Support) and Director of Logistics. As soon as the appropriate materials can be assembled, Colonel Ledford would convene this group and introduce the topic by explaining the interrelationships between OSA components who participate in the mechanics of contracting; i. e., Contracts Division, Technology, Finance Branch, and the Auditors.
3. Following this you would be asked to mention the total number of contracts OSA is now administering and what types of contracts they are with an explanation of why we use the various types we do. Further, you would explain the various steps taken from the identification of the contractor until the contract is finally signed. You should be prepared to discuss the applicable management philosophies and the techniques you employ to provide for proper control and compliance. As examples Colonel Ledford would like you to take one typical contract with Lockheed, one with Pratt & Whitney and a smaller representative contract and recount for the committee the history of experience in these contracts over the past two years.

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4. The objective in all of the foregoing would be to provide these gentlemen with an opportunity to make suggestions for changes or improvements they might consider appropriate in any of our existing procedures. At the conclusion of this session, Colonel Ledford would prepare a memorandum for the Director in which the briefing conducted would be described and the observations of the board members recorded. The board members would be asked to concur in the report to the Director, in effect signifying that they are satisfied with the manner in which OSA carries out its contracting authority.

5. Very likely you can devise certain charts or briefing aids to assist in your presentation, and these can be prepared by our illustrator. Colonel Ledford is anxious to have this briefing organized as soon as feasible.

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Executive Office , OSA

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